

Saint Paul Parks and Recreation: Municipal Athletics

Athletic Facility Rental Guidelines



Saint Paul Parks and Recreation Municipal Athletics Office

1500 Rice Street North
Saint Paul, MN 55117
Phone: 651.558.2255
Fax: 651.558.2237

E-mail: muni@ci.stpaul.mn.us

2010 Athletic Facility Rental Guidelines

The following guidelines include the reservation process, payment, contract information and dates/deadlines for rental submissions. Please review the guidelines thoroughly before turning in your materials.

Reservation Process:

Municipal Athletics will begin accepting applications (see attached) according to the 2010 timeline within the St. Paul Athletic Facility Rental Information. We will review the applications in order of receipt. Municipal Athletics will call the contact person(s) listed on the application with any questions or conflicts regarding the specific rental.

Along with the upgraded facilities comes increased popularity. Thus, please review the deadlines for rental application submission. Also note the scheduling priority list which indicates the order of priority in case of multiple requests for any given date.

Payments/Permits

Once the application has been reviewed, a contract will be sent out to the specific rental group. Rental fee due dates will be listed on the contract. We accept the following forms of payment: cash, check or credit card. Only one form of payment, please. Refunds of fees will be only given if reservations are cancelled one week in advance of the scheduled date.

Submission Dates and Deadlines:

* Please refer to the 2010 timeline within the St. Paul Athletic Facility Rental Information document.

* Scheduling Priority

1. St. Paul Parks and Recreation Programs
2. Saint Paul Public School District Programs
3. St. Paul Youth Programs
4. St. Paul Adult Programs
5. Ramsey County Youth Programs
6. Ramsey County Adult Programs
7. Other

* Saint Paul Parks and Recreation reserves the right to cancel events in the case of adverse weather conditions or unsafe field conditions.

* Please review Saint Paul Athletic Facility Rental Information

Feel free to contact Municipal Athletics with any questions.